



## CA DEBT & INVESTMENT ADVISORY COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT **CANCELLED**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CA DEBT & INVESTMENT ADVISORY COMMISSION	<b>RELEASE DATE:</b>	Monday, July 26, 2010
<b>POSITION TITLE:</b>	Deputy Executive Director, C.E.A. 2	<b>FINAL FILING DATE:</b>	Monday, August 9, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	07262010_1

### POSITION DESCRIPTION

Under the general direction of the CDIAC Executive Director, the Deputy Executive Director is responsible for developing and making recommendations to the Commission Members on policy and management issues related to public debt issuance and management, state and local credit and investment of public funds; responsible for the execution of the policies as they pertain to the Commission's on-going functions and special projects; interacts with representatives of federal, state and local governments and representatives of private industry in conducting complex and sensitive policy analysis; plans, researches and writes complex and sensitive technical policy position papers; and reports on public debt and investment matters for the Commission, the California State legislature, local governments, and others; and advises technical assistance staff on policy matters that impact data collection and reporting activities and the development of educational seminars. Supervises management staff and provides in-direct supervision of the Commission's staff on the day-to-day operations. The position may require travel and public speaking, at the direction of the Executive Director.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Ability to work cooperatively with local governments, other State departments; governmental associations, and representatives of private industry; gain the confidence and support of local and state officials as well as representatives of private industry; and communicate effectively (both verbally and in writing) with these entities both at the staff and the senior management and/or elected official levels.
- Ability to structure, write and review concise, well-organized and complete reports, documents and papers on complex financial and public policy issues.
- Knowledge of policy issues in the field of municipal finance and understanding of technical terms and concepts related to the issuance of municipal securities and the investing of public funds.
- Strong written and verbal communication skills, including public speaking, public presentations and related activities.
- Ability to effectively execute the duties of the position in a highly sensitive, critical and often ambiguous environment.
- Strong administrative and management background.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Executive Director, C.E.A. 2**, with the **CA DEBT & INVESTMENT ADVISORY COMMISSION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination will consist of an application screening process conducted by a departmental evaluation committee. The committee will screen applications on the basis of background and good management potential as well as on the desirable qualifications. Those individuals considered most qualified for the position may be interviewed.

### **FILING INSTRUCTIONS**

if you have previously filed an application, you do not need to reapply.

You must file a standard State application, Form 678, available at the State Personnel Board or at the State Treasurer's Office. Applications must be personally delivered (by close of business 5:00 p.m.) or postmarked by the U.S. post office no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications may be filed in person or by mail.



**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CA DEBT & INVESTMENT ADVISORY COMMISSION, Personnel Office-State Treasurer's  
915 Capitol Mall, Room 538, Sacramento, CA 95814  
Kimberly Dean | 916-653-3100 | [kdean@trerasurer.ca.gov](mailto:kdean@trerasurer.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CA DEBT & INVESTMENT ADVISORY COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>